



## FOR UNIVERSITY STAFF

WEEK COMMENCING 22 April 2019

ISSUE NO 184

### SEMINARS

WEDNESDAY – NO SEMINAR THIS WEEK

FRIDAY – NO SEMINAR THIS WEEK

### MEDICAL GRAND ROUNDS

Thursday 25<sup>th</sup> April from 13:00 to 14:00

John Radcliffe Hospital, Lecture Theatre

**Infection/Microbiology:** "Blackwater Fever", Prof Nick White and Prof Nick Day

**Acute General Medicine Firm D:** "Diagnosing fever without a fever?", Dr Alex Mentzer and Dr Harjit Bains

Chair: TBA



The department said goodbye to 2 employees last week:

Sarah Larkin a Research Assistant in the BRC team has left to take up a position in the department of Oncology.

Elenea Villarreal a Clinical Trial Manager in DTU has left to take up a position in Bristol.

## SENIOR ACADEMIC FACULTY – FRIDAY SEMINAR SERIES



Talks will resume for the Trinity term on the 3<sup>rd</sup> of May. The program can be found on Oxford talks. Currently there is one date free, 7<sup>th</sup> June which we are looking to fill either 2 speakers giving a half slot presentation or 1 for a full session. Please either sign up the sheet outside the OCEDM kitchen or email Maja ([marijana.todorcevic@ocdem.ox.ac.uk](mailto:marijana.todorcevic@ocdem.ox.ac.uk)) or Mandy ([amanda.bennett@ocdem.ox.ac.uk](mailto:amanda.bennett@ocdem.ox.ac.uk)).

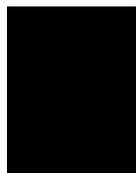


### PAT TESTING – TUESDAY AND WEDNESDAY 23<sup>RD</sup> AND 24<sup>TH</sup> April

Please be aware that Janus will be here next week on Tuesday and Wednesday to do our mandatory annual PATesting. They will need to check almost everything that has a plug, so please be as accommodating as possible. They will start with the offices and move to the laboratories after this. If you have equipment that can't be unplugged and plugged back in without a proper process then please can you email me back with the equipment in detail and the room number. I will then liaise with you to ensure that your equipment is shut down properly and that we suffer from minimal downtime.

Many thanks,

Tom



### **HEALTH AND WELLBEING**

#### **YOGA IN THE WORK PLACE:**

**Dru Yoga with Louise:** The aim of **Dru Yoga** is simple, to help relieve the enormous stresses and pressures of modern-day living. It is designed to be practised by people of all abilities, all fitness levels and all age groups, it is a style of yoga that can be quickly dipped into or learnt in more depth over a lifetime.

Please bring a mat to these classes as I will be introducing some postures where we will sit or lie on the floor.

#### **13.00-14.00 Robert Turner Lecture Theatre**

April: - Tuesdays 23<sup>rd</sup> & 30<sup>th</sup>



**Second round for applications to the Micro-Internship Programme for Research Staff opens Tuesday 23 April!**

We have a selection of great opportunities that are still available through this new pilot scheme so there is a second opportunity to find an internship that's right for you between **Tuesday 23 April** and **Monday 29 April at 12 noon**. Available placements include opportunities with the Institute for Historical Justice, The Nasio Trust, Morgan Sports Law and Keen Oxford among others. See the full list of opportunities and apply [HERE](#)

Micro-internships are 2-5 day voluntary work experience placements facilitated by the University of Oxford. This programme is especially for research staff at grade 6 or above, who are currently on a fixed term contract at Oxford or who finished their fixed term contract in the past 12 months.

To apply you will need to register with [CareerConnect](#) if you have not done so already. Once you have found a micro-internship you wish to apply for, just follow the link alongside the opportunity and you will be directed to the relevant application page. For full details of the scheme visit our [Micro-Internships for Research Staff webpage](#).

The deadline for making an application through this second round is 12 noon **Monday 29 April**

Any questions, please do contact [research-internships@careers.ox.ac.uk](mailto:research-internships@careers.ox.ac.uk). For more careers opportunities, visit the University of Oxford [Careers Service website](#).



### **REFERENCING: ENDNOTE - START TO FINISH**

If you need to get your research reading properly organised, collecting papers and references and citing them in your own work, then a reference management app is what you need. "Start To Finish" is an immersive boot-camp, where you will discover how EndNote and Word work together to save you time. You will explore how to set up a workflow that suits you for collecting references, and how to keep your growing library helpfully organised. We want you to spend less time fighting with your papers and more time thinking about your research!

When you sign up for a Start to Finish, we expect you to attend for the full duration of the course.

**24 April 9.15-16.15 [Book and pay](#)**

**8 May 9.15-16.15 [Book and pay](#)**

Staff £60/ Students £30

### **REFERENCING: ENDNOTE - START TO FINISH (MAC USERS)**

**24 April 9.15-16.15 [Book and pay](#)**

**8 May 9.15-16.15 [Book and pay](#)**

### **EXPLAINING ANYTHING USING VIDEO**

Learn how to quickly get started creating videos to explain anything. This 3 hour session will look at the benefits of using video to explain something and introduce you to a range of different tools to capture stills and videos using your computer, tablet or smartphone. Learn about screencasting and its potential uses.

We'll also learn tips and tricks to help you get started with video.

Participants are encouraged to bring their own tablet or smartphone along to the session and to ensure that they can connect to Eduroam in advance of the session.

**25 April 11.00-13.00**

Staff £30/ Students £15 **[Book and pay](#)**

### **VIDEO: EDITING AND POST-PRODUCTION**

This course is a practical introduction to the creation of a video. You will have the opportunity to organise and edit video footage and be shown techniques which can make a short video stand out from the crowd.

**30 April 13.15-16.15 [Book and pay](#)**

**21 May 14:00-17:00 [Book and pay](#)**

Staff £30/ Students £15

### **VIDEO: PLANNING, PRODUCING AND SHOOTING**

This course will teach you the basics of producing and shooting a professional-looking short video. You'll learn everything from shot sequences and interviewing, to story boarding and structure. It will give you a solid knowledge of the basics of production and filming up to the point of editing.

**30 April 9.15-12:15 [Book and pay](#)**

**21 May 9:15-12:15 [Book and pay](#)**

Staff £30/ Students £15



### **SHAREPOINT: INTRODUCTION TO ITS USE AT OXFORD**

Learn how to use SharePoint 2013 for sharing information and working together in teams and communities.

**25 April 9.15-12.15 Book and pay**

**24 May 9.15-12.15 Book and pay**

Staff £30/ Students £15

### **SHAREPOINT FOR PROJECT MANAGERS**

The course will provide Project Managers with an overview of the new SharePoint Project Management template.

**14 June 9.30 - 12.30 Book (free)**

### **SHAREPOINT: BEST PRACTICE IN MANAGING SITES AND SITES COLLECTIONS**

Do you need to run a SharePoint site or site collection on behalf of other users? This session provides guidance on setting up security and permissions as well as the steps to take when users become locked out or content cannot be seen. It also shows how you can promote consistent practices across a group of sites and access reports on site and collection activity.

**8 May 9.15-12.15 Book and pay**

Staff £30/ Students £15

### **SHAREPOINT: BEST PRACTICE IN MANAGING DOCUMENTS**

SharePoint can be an effective forum for collaborating on documents. This session provides guidance on document review and versioning in SharePoint as well as tips on effective searching and how to format a site's linking pages. It also introduces SharePoint's publishing features and explains the benefits and constraints of activating them.

**10 May 9.15-12.15 Book and Pay**

Staff £30/ Students £15

### **DOCUMENTS: BUILDING LONG DOCUMENTS**

This course covers techniques for working with complex documents such as reports and theses, and for assembling multiple chapters into a book. We will discuss how to design your own templates. If planning to combine several separate chapter documents into a book, you need a good understanding of how word processor templates work (and what they don't do). We will explore ways of working efficiently to re-structure a document and ways of sharing and collaborating.

**10 May 09.15-11.15 Book and pay**

**14 June 09.15-11.15 Book and pay**

Staff £20/ Student £10

### **DOCUMENTS: GOOD PRACTICE IN DOCUMENT DESIGN**

"Word de-mystified": This course provides you with key skills to master Word beyond the everyday level. A range of time-saving techniques are covered, for creating well-structured documents that are easy to revise and manage.

**29 April 9.15-12.15 Book and pay**

**12 June 9.15-12.15 Book and pay**

Staff £30/ Student £15



## **DOCUMENTS: START TO FINISH**

“Start To Finish” is an immersive bootcamp, where you will discover how Word’s powerful tools work together to save you time. You will explore how to design and manage your documents for efficient, sustainable work in the University context. We want you to spend less time fighting with the word-processor and more time thinking about your content! This workshop brings together the same topics covered in the separate Documents courses from this series, in an immersive 1½-day course. When you sign up to a Start to Finish, we expect you to attend for the full duration of the course.

**5&6 June 9.15-12.15 Book and pay**

Staff £90/ Student £45